

Oneida/Herkimer School Library System Procedure Manual

I. Responsibilities

A. School Library System (SLS)

Functions shall include maintaining the regional union catalog (CIDER), and sharing the resources of each participating school library. CIDER may be accessed from the SLS web site at <http://www.oneida-boces.org/sls>.

B. Library Automation Service (LAS)

Works in conjunction with the BOCES SLS to assist school districts with the automation of their SLMC in a networked environment. The LAS staff provides ongoing support in the development of the schools' Online Public Access Catalog (OPAC).

C. School Libraries

Data will be sent from school libraries to the SLS for entry into CIDER, for additions, deletions or changes to already existing records. It is extremely important that a Data Transmittal Form accompanies ALL data sent and that the forms are completely filled out. Following these procedures will help to ensure faster turn-around times and more accurate processing of your records.

II. Data Entry Procedures

A. Data Transmittal Form

All libraries must use the Oneida/Herkimer School Library System Data Transmittal Form when sending catalog information to the SLS. The Data Transmittal Forms **must** include the **library name and number of records**. Also, you **must** specify whether your records are additions, changes or deletes. The submitting library keeps the white copy. The yellow and pink parts of the Data Transmittal Form **must** accompany catalog information to the SLS. New acquisitions will be processed in batches of 50.

When data entry into CIDER is completed, the SLS will log the date completed on the Data Transmittal Form. The SLS will return all material submitted with the yellow part of the Data Transmittal Form and retain the pink copy for SLS records.

III. New Acquisitions: New titles to the library

A. Data Entry of New Acquisitions

1. **New titles** to the local OPAC should be forwarded to the SLS for MARC record conversion into CIDER in one of the following formats:

- Vendor CD/disk
- Shelf list cards
- Photocopy of title and verso page
- E-mail attachment

2. **Duplicate copies** of the same title should each be assigned a unique barcode.

3. Multiple volume reference sets should have a unique barcode on each volume (v.1-10 etc.) and each barcode will be entered by the SLS into CIDER and appear on the file to upload to your local OPAC.

B. MARC records files

When the SLS has completed all data entry, the records can be sent via e-mail attachment to be uploaded into your local catalog. If you need MARC records for your catalog, be sure to check the **File needed** box on your Data Transmittal slip. For assistance with the uploading process, contact Library Automation at (315) 361-2715.

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IV. Purchasing of New Acquisitions

We encourage each library to purchase data CDs/disks directly from the vendor. These vendor CD/disks can then be uploaded directly into your local catalog. Then the CD/disks should be sent to SLS for uploading into CIDER.

A. New acquisitions purchased with a vendor CD/disk.

1. Send vendor CD/disk marked with the school code and a completed Data Transmittal Form
2. The SLS will return the vendor CD/disk along with a print out of the titles entered into CIDER

B. New acquisitions purchased without a vendor CD/disk

1. Submit shelf list cards or photocopies of the title and verso pages with barcodes
2. The SLS will send MARC records via e-mail attachment. All records will be returned along with a print out of titles entered into CIDER


V. Changes/Deletions

A. Changes: When making changes in Dewey classification, call number or barcode in the local catalog, a shelf list card or MARC record printout highlighted with the new information is to be sent to the SLS office with a Data Transmittal Form for updating CIDER

B. Deletions: When the resource is taken off the school library's inventory, SLS must be notified so the resource can be removed from CIDER

1. Fill out a Data Transmittal Form.
2. Send the Data Transmittal Form with the shelf list card(s) or a clear photocopy thereof, clearly marked **DELETE** or **DISCARD**.
3. Records must be submitted with barcodes.
4. If records do not need to be returned, please write **DO NOT RETURN** on the Data Transmittal Form.

Deletion to the Regional Union Catalog

E	Perlman, Janet.
PER	Cinderella : dream come true / retold by Janet Perlman. – New York : Viking, c1992. [32] p. : col. ill. ; 24 cm. Based on the animated film, a retelling of classic Cinderella story. ISBN 0-670-12345-6 LC 99-34567
1. Penguins – Fiction. 2. Fairy tales.	
DISCARD ONEIDA/HERKIMER BOCES SLS  BSL00496	

Union List of Serials

I. Responsibilities of the Oneida/Herkimer School Library System

The Oneida/Herkimer School Library System provides access to periodical holdings of each member library through CIDER as reported by the school the previous year.

Each holding listed will include the following:

- A. School library code and school name
- B. Volume number(s) held (if indicated by holding library)
- C. Dates held
- D. Retention policy if any (instead of showing dates held, i.e.: Current 2 years)

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II. Responsibilities of Member Librarians-when serial list is received from SLS

- A. Update the master list when received and return it to the Oneida/Herkimer School Library System.
- B. Add new subscriptions not included in the current *Leatherstocking Union List of Serials* with the ISSN number.
- C. List all magazines retained for a specified number of issues, weeks, months, or years on the master list.

Call 223-4707 if you have questions.

CIDER Regional Union Catalog (RUC) and Interlibrary Loan (ILL)

The ILL service draws on the resources of the CIDER RUC. This catalog is composed of the holdings of approximately 180 schools in the Oneida/Herkimer, Madison-Oneida and Jefferson-Lewis BOCES consortia. ILL services (Regional Catalog Service CoSer 576.010) are available to all members of the SLS. Expanded ILL services (Online Research and Expanded ILL CoSer 576.020) are a separate service which enables schools to utilize the SLS EILL service to request from outside our three member BOCES consortia.

I. Purpose / Definition

Interlibrary Loan (ILL) - is a transaction in which library materials or copies of materials are made available by one library to another library upon request.

Expanded Interlibrary Loan (EILL) – is a transaction that takes place when a request cannot be filled through an ILL as described above. A request can then be made to the SLS EILL clerk. The SLS will attempt to locate and fill the request through public, academic or other libraries outside the area.

II. General Guidelines

- A. The loan of any resources will be left to the discretion of the school library media specialist at all times.
- B. The following types of materials will ordinarily not be loaned but could be available for onsite access providing arrangements have been made in advance.
 - 1. Books published within the past 6-12 months may not be available for Expanded Interlibrary Loan through the School Library System because of the outside lenders' policies.
 - 2. Rare, unique or valuable materials that would be difficult or impossible to replace.
 - 3. Bulky or fragile items which would create shipping problems.
 - 4. Resources in demand at the lending library.
 - 5. Resources with district and/or building restrictions (e.g. reference books).
 - 6. Total collections cannot be accommodated.
- C. Copyright Compliance
The copyright law shall be adhered to at all times. Please refer to the Copyright Section for more information on *Copyright Guidelines*.
- D. The online interlibrary loan request form available at www.oneida-boces.org/sls should be used to initiate the transaction. Please refer to ILL Procedures for an example of the current online interlibrary loan request screen.
- E. All interlibrary loan requests must be submitted by the school library media specialist or designee in the building/district requesting the loan.
 - a. The standard interlibrary loan period is **four (4) weeks** but is up to the discretion of the lender.
 - b. All resources on loan are subject to immediate recall by the lending library.
- F. All interlibrary loan material should be returned promptly on or before the due date established by the lending library. If there is a need to renew, please contact the lending school library or the School Library System ILL clerk (if an Expanded ILL) as soon as possible **before** the due date. Please refrain from holding on to the books longer than absolutely necessary.
- G. If borrowed/loaned materials are damaged or lost, responsibility for replacement/payment falls to the borrowing institution. If a concerted effort to get the replacement funds from the patron have failed, the

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Oneida/Herkimer SLS will assist with replacement costs. Before seeking replacements through the Oneida/Herkimer School Library System, every effort to collect should be made at the local level. A memo of explanation should be sent to the Oneida/Herkimer School Library System office containing the reason(s) that the replacement or repair costs cannot be collected by the borrowing school library. The resource will be purchased by the Oneida/Herkimer School Library System and given to the school library that owned the lost or damaged resource. This will be done with the understanding that if the lost resource is ever found, the replacement will be returned to the Oneida/Herkimer School Library System for its central collection. If the title is no longer available, a suitable replacement will be determined by the lending library.

III. Responsibilities of the Borrowing Library

- A. The borrowing library and its users must comply with the conditions established by the lending library.
- B. The borrowing library is responsible for:
 - 1. Charging the materials out in an acceptable manner.
 - 2. Soliciting the prompt return of resources on or before the due date. This is particularly important if the resource was borrowed through the School Library System office. The SLS EILL borrows on your behalf and needs to remain in good standing with lending libraries to allow for future borrowing.
- C. The borrowing library is responsible for returning the resource "shelf ready" to the lending library or the School Library System EILL Department via the courier service.
- D. The borrowing library is responsible for reporting damaged and/or lost materials to the lending library and/or the Oneida/Herkimer School Library System as soon as possible.
- E. Renewal: The borrowing school library should telephone the lending school library *directly* to request an extended borrowing period. When books are obtained through the SLS EILL Department call 793-8506 or email ill@oneida-boces.org to request a renewal.
- F. Early recall: If the lending library has a need for a resource in circulation at another school library, the lending library may telephone the borrowing school library to seek its return before the due date.

IV. Responsibilities of the Lending Library

- A. The lending library should **check email a minimum of once a day** and respond to requests as promptly as possible.
- B. The lending library will decide if a resource is eligible for interlibrary loan. Reply to the requesting library's email letting them know the resource's availability.
- C. The lending library is **responsible for marking** its ownership clearly on each item loaned. The item should be labeled with your building name, not just the district name.
- D. The lending library will determine the due date and renewal privileges.
- E. Print out the interlibrary loan request, write the due date in the top right corner and enclose in back of book.
- F. Send the resource to the requesting library using a manila envelope with a crack and peel ILL label on it. Fill in the delivery information on the label and put in the BOCES courier mail bag for delivery. Do not use the colored expandable folders as these are for delivery of materials between the SLS and member libraries only. Use the current list of names in the **School Library System Directory** when filling out the ILL label. **DO NOT USE SCHOOL CODES.**
- G. The lending library is responsible for reporting loan transactions to the SLS for the annual state report. The number of books loaned should be sent at the end of each quarter. Assistance for printing statistics can be received from Library Automation (361-2715).

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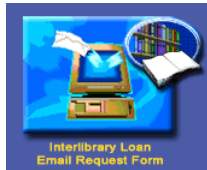
V. Responsibilities of the Oneida/Herkimer School Library System

- A. The Oneida/Herkimer School Library System will assume responsibility for any resources lost or damaged beyond repair while in transit via the BOCES courier system.
- B. The responsibility for resources borrowed from other libraries within the system remains with the borrowing library. However, if the borrowing library presents proof that all avenues of collection for lost or damaged materials have been exhausted, the Oneida/Herkimer School Library System will provide funds to help cover losses.
- C. The Oneida/Herkimer School Library System will work with the library media specialist to avoid concentrating the burden of requests on a few libraries.

I. Requesting a Resource

Procedures to be followed by the borrower:

- A. *Online Interlibrary Loan Form*
Link to the online form by going to www.oneida-boces.org/sls and clicking on this icon:



1. Select the name of the school you wish to make the request from. This will bring up the ILL form (shown on right). The request will be sent directly to the LMS of the selected school via email. You do not need to enter their email address yourself.
2. Complete as much specific information on the form as possible. Providing the title, author, call number and ISBN / ISSN will help speed up the ILL process. Review the fields and click on Submit. **Print the Confirmation Page.**
3. Submit one online form for each title or serial requested.
4. If you find your request cannot be filled, and you are a member of the EILL Co-Ser service, forward the email request to the **Oneida/Herkimer School Library System** at ill@oneida-boces.org so it may be filled as an Expanded ILL through outside referral.

Interlibrary Loan Request

Oneida BOCES Interlibrary Services

Fill out form, click Submit button, review entries on Confirmation Page.

To make changes to request after reviewing entries on Confirmation Page:

- Click Back button in upper, left corner of browser.
- (Don't use "Return to the form" link if you'd like to keep your original entries to modify.)
- Click "Revised/Resubmitted Request" button below.
- Make changes.
- Click Submit button.

Submitting Request: <input type="radio"/> New Request <input type="radio"/> Revised/Resubmitted Request	
Today's Date: <input type="text"/>	
Requesting Library (school code): <input type="text"/>	
Borrower: <input type="text"/>	
Borrowing School's Librarian Email: <input type="text"/>	
Grade/Room: <input type="text"/>	
Personal Status: <input type="radio"/> Teacher <input type="radio"/> Student <input type="radio"/> Administrator <input type="radio"/> LMS	
Date Needed By: <input type="text"/>	
Publication Type: <input type="radio"/> Book <input type="radio"/> Periodical <input type="radio"/> Other <input type="text"/>	
ISBN (Book) or ISSN (Serial) #: <input type="text"/>	
ERIC ED or EJ #: <input type="text"/>	
Author: <input type="text"/>	
Title: <input type="text"/>	
Publisher or Periodical Title: <input type="text"/>	
Volume: <input type="text"/>	
Number: <input type="text"/>	
Pages: <input type="text"/>	
Publication Date: <input type="text"/>	
Complies With: <input type="radio"/> CCG <input type="radio"/> CCL	
Holding Library: <input type="text"/>	
Call Number: <input type="text"/>	
Verified in: <input type="radio"/> CIDER <input type="radio"/> First Search <input type="radio"/> ERIC <input type="radio"/> Other <input type="text"/>	

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II. Reporting Interlibrary Loan Statistics

It is the responsibility of each librarian to track and report interlibrary loan statistics. These stats are used by the Oneida/Herkimer SLS in the annual report to the state. Stats should be reported at the end of each **QUARTER** in the following manner:

- A. Scanning the district barcodes provided by Library Automation when filling an ILL will facilitate your ability to print the quarterly report from your local OPAC.
- B. Send the report to the SLS via the courier or email.

Assistance with generating the report from your local OPAC will be provided by Library Automation (361-2715) at your request.

Expanded Interlibrary Loan Search Service (576.02)

The Expanded Interlibrary Loan Service (EILL) includes verification and solicitation of books and serials from sites outside the jurisdiction of Oneida/Herkimer BOCES, Madison-Oneida BOCES, Jefferson-Lewis BOCES component school districts. Customized research is also conducted on any topic to meet the education and information needs of staff and students. School districts participate in this service through a BOCES aidable Cooperative Service (CoSer) agreement.

I. Service Guidelines

Database search requests that will be provided through this BOCES CoSer must meet the following guidelines:

- A. Requests will be honored only for a school district participating in the BOCES Online Search Services (CoSer)
- B. Requests may be submitted through email. The email should include topic, subject descriptor, period to be searched, grade/reader level, date needed, and requestor.
- C. There is no limit on the number of searches provided which are sponsored by a participating school for its instructional needs or educational benefit.

II. Expanded Interlibrary Loans (EILL) through the School Library System

- A. Requests for EILL should be submitted using the standard ILL form available through the SLS website as done when creating an ILL and selecting the Expanded ILL link. Depending on where the material is being loaned from, response time to fill a request can be from a few days to 3 weeks.
- B. Materials will be sent in a colored expandable folder and should be returned to the SLS in an expandable colored folder. If none are available, an envelope with a crack and peel ILL label may be used.
- C. Material must be returned to the Oneida/Herkimer SLS office by the due date written on the yellow slip included with the materials. Oneida/Herkimer SLS will be responsible for returning the material to the lender.
- D. The replacement of damaged or lost EILL material is the responsibility of the borrowing institution while in their possession. If loss or damage takes place while the material is in transit, responsibility for replacement falls to the Oneida/Herkimer SLS.

On-Site Database Access (576.03)

The SLS provides direct access to electronic databases and instructional resources including periodicals (many full text), newspapers, references and visual images to participating school libraries. The SLS will also offer training in on-line search strategies to library media personnel. For further information, please contact the School Library System at 793-8505.

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Oneida/Herkimer School Library System Cooperative Collection Development Policy

Definition: Cooperative Collection Development is, “cooperation, coordination or sharing in the development and management of collections by two or more libraries making an agreement for this purpose.”

The goal of Cooperative Collection Development (CCD) is to develop strong collections to be shared by the members of our system. Cooperative Collection Development however, does not take the place of local collections in the curricular acquisition of specialized and/or expensive resources. The scope of CCD is not limited to print materials, but may include audiovisual and electronic media. Libraries will make these materials available for interlibrary loan.

The guidelines for coordinated Cooperative Collection Development projects shall be:

- I. Collecting libraries for CCD projects will be selected according to their willingness to collect and/or participate in the Cooperative Collection Development CoSer.
- II. The commitments of the collecting library are:
 - A. To build library inventories appropriate for the needs of their students and staff.
 - B. To loan the items or copies of portions from these collections.
- III. Collecting libraries will not be responsible for loaning core curricular collections to other schools. Each school is responsible for the development of core collections on curricular topics.
- IV. The SLS shall assist in identifying in-print materials for collection development projects by providing bibliographic tools. The SLS maintains access through the regional union catalog.
- V. Libraries may sign up for CCD in units, a portion of which will be available for purchasing. Contact the SLS (793-8505) for current pricing for units as it may change from year to year.

Adopted by School Library System Advisory Council, December 1, 1986

Revised, November 28, 1989

Revised, May 26, 1999

Reviewed by SLS Council May 12, 2008

The Cooperative Collection Development Co-Ser Process (576.04)

If a school participates in the CCD Co-Ser, a request for service must be sent to the School Library System office at BOCES. Unit pricing information for CCD is available upon request by contacting the School Library System.

You may collect in **any format** you deem appropriate; books, CD-ROM, etc. and designate a vendor for the materials. A vendor which will provide fully cataloged and processed books is preferable. If the vendor does not have cataloging available, the SLS will assist with cataloging of the materials. If the vendor does not provide processing, that will be the responsibility of the local library.

Once a school has requested the service:

- * **The building librarian** determines curricular need, and sends in a list of titles to be ordered.

The following procedural and processing standards for orders have been adopted:

- Name of the library at top of each sheet submitted
- Requisition forms are **NOT** necessary
- All pertinent information, such as title, author, vendor/publisher, ISBN, and cost, and state contract number (if applicable) should be included.
- Send form to standardize on book processing
- Supply barcodes range

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- Processing, shipping and handling must be included as part of the total cost of the order.
- Over order at a minimum of 20%.
- Materials will be delivered to participating schools; please send packing slip to the SLS.
- Include full bibliographic citation in ordering list and document as much as possible.
Ex: catalog page etc.
- Keep copies of order
- Maintaining CCD, handling losses, weeding, etc. is left to local policy.

* **The School Library System secretary** will prepare the Purchase Order based on the list from the school librarian. In addition, the secretary will:

- Send the PO for payment
- Notify the school librarian at the end of **November** if there are monies to be expended before the CCD budget closes.
- Funds not expended will be returned to the general fund of the school district. Funds do not necessarily revert to the library code.

Copyright

The Interlibrary Loan Policy of the Oneida/Herkimer School Library System requires that the School Library System and its members adhere to the provisions of the Copyright Law (Title 17 U.S. Code) at all times. In order to facilitate compliance, the following guidelines for interlibrary loan shall apply:

Interlibrary loan request forms shall include check off statements for photocopy requests:

CCG ☐

CCL ☐

I. Borrowing Library

The borrowing library is responsible for indicating the legality of all ILL requests. This shall be determined by the appropriate check off box on the interlibrary loan request form. The borrowing library is also responsible for maintaining records of its requests for a period of **three** years.

A. CCG

Refers to Section 108 (g) (2) of the Copyright Law and its guidelines.

This box should be checked under the following conditions:

1. *Periodicals*
 - a. During the current calendar year the borrowing library has not requested more than five copies of articles in any given periodical published within five years of the date of request.
 - b. The borrowing library subscribes to, or has entered an order for a subscription to the periodical.
2. *Monographs or Other Works*
 - a. Within any calendar year, the borrowing library has not requested more than five copies of or from any given work (including collective works, monographs or phonorecords) during the entire period when the material shall be protected under copyright.*
 - b. The borrowing library owns the work, or has ordered the work, and it is unavailable.

B. CCL

Refers to other provisions of the copyright law.

This box should be checked under the following conditions:

1. The request becomes the property of the user when:
 - a. The requested photocopy is from a periodical published more than 5 years prior to the date of request, and therefore not covered by the CCG guidelines.
 - b. The request is for a substantial part of a work or an entire work where the library has determined after reasonable effort that a copy cannot be obtained at a fair price.

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- c. A request for a copy of a book or periodical is made for a teacher in conformity with:
 1. Classroom Copying in Not-For-Profit Education Institutions
 2. Guidelines for Educational Uses of Music
2. The request becomes part of the requesting library's collection when:
 - a. The request is for a replacement copy of a damaged, deteriorating, lost, or stolen work when the requesting library has determined, that after a reasonable search, an unused replacement copy is not available at a fair price.
 - b. The requesting library believes that the reproduction and distribution of the copy would be a *fair* use due to the circumstances of the request.

***Copyright life is the life of the author plus seventy (70) years; for anonymous works, it is ninety-five years following publication.**

II. Lending Library

It is the responsibility of the lending library to affix the following notice on the first piece of each item photocopied:

Notice: This material may be protected by copyright law (Title 17 U.S. Code)

*** Fair use allows copying without permission from, or payment to, the copyright owner where the use is reasonable and not harmful to the rights of the copyright owner.** *Registrar of Copyrights, 1975*

III. Single Copies for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class from any of the following:

- A. A chapter from a book.
- B. An article from a periodical or newspaper.
- C. A short story, short essay or short poem whether or not it is from a collective work.
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

IV. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be produced by or for the teacher giving the course for classroom use or discussion provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below:

Brevity

1. Poetry
 - a. A complete poem if less than 250 words and if printed on not more than two pages.
 - b. From a longer poem, an excerpt of not more than 250 words.
2. Prose
 - a. Either a complete article, story or essay of less than 2,500 words.
 - b. An excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.
3. Illustration
 - a. One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. Special Works
 - a. Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety.
 - b. An excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

Each of the numerical limits stated in 1 and 2 above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

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Spontaneity

1. The copying is at the instance and inspiration of the individual teacher.
 2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
- B. The copying meets the cumulative effect test as defined below:

Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, no more than three from the same collective work or periodical volume during one class term.
3. There shall be no more than nine instances of such multiple copying for one course during one class term.

Limitations stated in numbers 2 and 3 above shall not apply to current news periodicals, newspapers, and current news sections of other periodicals.

- C. Each copy must include a notice of copyright.

• Prohibitions as to I and II

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 1. Substitute for the purchase of books, publishers' reprints or periodicals.
 2. Be directed by higher authority.
 3. Be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

I. Permissible Uses

- A. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
- B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not compromise a part of the whole which would constitute a performable unit such as a selection, movement or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.
- C. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
- D. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
- E. A single copy of records of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

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II. Prohibitions

- A. Copying to create or replace or substitute for anthologies, compilations or collective works.
- B. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material
- C. Copying for the purpose of performance, except as in I (A) above.
- D. Copying for the purpose of substituting for the purchase of music, except as in I (A) and I (B) above.
- E. Copying without inclusion of the copyright notice which appears on the printed copy.

Further Copyright Resources:

Kathy Schrock's Ready Reference and Copyright

<http://school.discoveryeducation.com/schrockguide/referenc.html>

Circular21 - Copyright for Educators and Librarians

24-page booklet in pdf format that contains information for teachers and librarians dealing with the reproduction of copyrighted works and includes information about the number of copies, the length of a reproduction and more.

<http://www.copyright.gov/circs/circ21.pdf>

Keeping it Legal: Questions Arising out of Web Site Management

"What this article can do is alert you to legal issues which might arise out of Web publishing - issues which perfectly well intended staff members might not anticipate. The warnings and suggestions offered may save your school from stumbling into trouble." Jamie McKenzie

<http://fno.org/jun96/legal.html>

Managing Copyright in Schools

"Managing copyright in a building is as much about managing people as it is about managing things." Carol Simpson

http://www.carolsimpson.com/copyright/Managing_Copyright_for_Librarians.htm

Copyright Copyright -- An Interactive Journey for Kids

<http://www.richmond.k12.va.us/schools/jones/Copyright-Kids/>

Print Resources in the O/H SLS Professional Collection

(check CIDER for additional resources in our region and borrow through ILL)

Copyright Law: [videorecording] : Internet and Multimedia Education for Schools.

Jennifer S. Maydole Visual Communications, 2008.

Copyright Law for Librarians and Educators: Creative Strategies and Practical Solutions

by Crews, Kenneth D.

Chicago : American Library Association, 2006.

Copyright for Schools: A Practical Guide

by Simpson, Carol, 1949-

Worthington, Ohio : Linworth Books, c2005.

Copyright in Cyberspace 2: Questions and Answers for Librarians

by Hoffmann, Gretchen McCord.

New York : Neal-Schuman Publishers, c2005.

Copyright for Teachers and Librarians

by Butler, Rebecca P.

New York : Neal-Schuman Publishers, c2004.

For the most current information and guidelines regarding Classroom Copying, please visit the TEACH Act website at <http://www.utsystem.edu/ogc/intellectualproperty/teachact.htm> .